

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Jobs for the Future

Private Sponsor(s) (list all): _____

Travel date(s): 8/29/2017 - 8/31/2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$545.75	\$180.00	\$105.27	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce

development programs in a rural, economically distressed region of the U.S. Please see attachment 1 for more detail.

9/11/17
(Date)

Lauren Marshall
(Printed name of traveler)

Lauren M. Marshall
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/11/17
(Date)

Mark R. Werner
(Signature of Supervising Senator/Officer)

Provide a description of all meetings and events attended:

20100616

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Lauren Marshall

Name of Traveler: _____

Employing Office/Committee: Office of Senator Mark R. WarnerPrivate Sponsor(s) (list all): Jobs for the Future, *and*Travel date(s): August 29-31, 2017*Note: If you plan to extend the trip for any reason you must notify the Committee.*Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville)

Explain how this trip is specifically connected to the traveler's official or representational duties:

As part of our visit, we hope to learn about the region's education and workforce development programs and how partners are transforming the region's economy, addressing skills deficits, and alleviating poverty. SW Virginia is also very rural, and has experienced similar economic challenges. Lauren has primary responsibility for education and workforce issues in my office,

*as my Legislative Assistant.*Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/28/17

(Date)

Lauren Marshall
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Mark R. Warner

Lauren Marshall

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/28/17

(Date)

Mark R. Warner
(Signature of Supervising Senator/Officer)



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

Hi everyone — as many of you know, Jobs for the Future organizes an annual site visit for staff who participate in our Congressional Staff Network on Workforce and Economic Security Issues. Based on conversations with many of you that began last year, we are planning a site visit to Eastern Kentucky for this year's August Congressional Recess.

Eastern Kentucky has been very hard hit economically in recent years. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. As part of our visit, we hope to learn not only about the region's education and workforce development programs — but about how many partners are pulling together to transform the region's economy, address the education and skills deficits of its workers, and alleviate poverty in the region.

We will hear from education, workforce development, poverty-focused, and economic development leaders about the challenges they face when a major employer leaves a region and its residents are geographically isolated. We will see education and training programs that are preparing coal miners for coding and other jobs in a growing IT sector in the region. We will see the development of a growing aerospace industry that is developing as the result of converging education, workforce and economic development efforts. We will hear from education programs and students who are training to be counselors to address the growing opioid addiction problem that confronts this community, as well as many other rural communities in the country. And to fully understand the culture and history of the region, we will visit the Portal 31 coal mine, that was the nation's largest coal camp when it was built in 1917.

Because this trip will require significant travel on the ground, we will devote three days to the trip. As a result, it is important that we identify a time that works for you, and save those dates for this visit. As we begin planning our Kentucky visit, we would first like to survey invitees to see which weeks in August work best for most staff. **Please complete this survey by Wednesday, May 10th, 2017** to provide us with your availability. In the coming weeks, we will send more details regarding this year's visit and a calendar invite to hold the dates on your schedule. We really hope you can join us on this visit!

Best,
Mary Clagett, Lexi Barrett, Erica Cuevas, Taylor Maag

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future *sent*
2. Description of the trip: See attachment two and three.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment two.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies: _____

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

USE ONLY IF YOU CHECKED QUESTION (2)
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachment three.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

See attachment three.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Ellen Alberding

Name and Title: Ellen Alberding, President

Name of Organization: The Joyce Foundation

Address: 321 North Clark St. Suite #1500 Chicago, IL 60654

Telephone Number: 312-782-2464

Fax Number: _____

E-mail Address: swilkens@joycefdn.org

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Maria K. Flynn

Name and Title: Maria Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4446

Fax Number: _____

E-mail Address: mflynn@jff.org

Attachment 2.

Congressional Staff Network for Workforce and Economic Security Issues

Senate Invitee List

August 29, 2017 Site Visit to Eastern Kentucky

Senate Staff:

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuael Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Reason for Selecting Location: JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry - coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 3.

- A) Role of Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

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August 29, 2017 – August 31, 2017
Eastern Kentucky

Alexander Payne
Education Policy Advisor
House Education and Workforce Committee
Alex.payne@mail.house.gov

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David Ledford
President/CEO
Appalachian Wildlife Foundation

Adam Meier
Deputy Chief of Staff for Policy
Kentucky Governor's Office
Adam.meier@ky.gov

Hon. Dan Mosley
Harlan County Judge Executive
Dan.mosley@harlanonline.net

Paul Patton
Former Governor of Kentucky, Chancellor
University of Pikeville College
pep@upike.edu

Tim Robinson
CEO
Addiction Recovery Care, LLC

Chuck Sexton
CEO
One East Kentucky

Reecie Stagnolia
Vice President for Adult Education
Kentucky Council on Postsecondary Education
Reecie.stagnolia@ky.gov

Robert Stivers
Kentucky State Senate President
Clay County
Robert.stivers@lrc.ky.gov

Kathy Walker
CEO
eKentucky Advanced Manufacturing Institute
(eKAMI)

Jeff Whitehead
Executive Director
Eastern Kentucky Concentrated Employment
Program (EKCEP)
jwhitehead@ekcep.org

Joyce Foundation Participants

Sameer Gadkaree
Senior Program Officer
SGadkaree@joycefdn.org

Jobs for the Future Participants

Lexi Barrett
Director for Education Policy
lbarrett@jff.org

Mary Clagett
Director for Workforce Policy
mclagett@jff.org

Erica Cuevas
Policy Manager
ecuevas@jff.org

Mindy Martin
Events Director
mmartin@jff.org

Taylor Maag
Graduate Intern
Tmaag-intern@jff.org



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

Teleworks USA – Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

- 8:00 AM Depart Benham Schoolhouse Inn for Hazard
- 8:00 to 10 AM Travel to Hazard, KY -- Breakfast on Bus
Trish Adams, Industry Liaison, EKCEP
- 10:00 - 11:30 AM Hazard Community and Technical College (HCTC)
Dr. Jennifer Lindon, President, HCTC
- Presentation and Tour of Lineman Training Program
- 11:30 – 2:30 PM Tour One-Stop Career Center, 412 Roy Campbell Dr. Hazard, KY
- Working Lunch and Facilitated Conversations
- Kentucky's Plan for the State and Region
- Hal Heiner, Cabinet Secretary, Education and Workforce Development
 - Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
 - Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment
Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
 - Jay Box, President, Kentucky Community and Technical College System (KCTCS)
 - Reecie Stagnolia, Vice President for Adult Education, Council on Post Secondary Education
 - Robert Stivers, Kentucky State Senate President, Clay County
- 2:30 PM Depart One-Stop for Pikeville, KY

